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7 DEC 1973

MEMORANDUM FOR: Acting Deputy Director for Management
and Services

SUBJECT : Activity Report - Office of Finance

1. The following is a summary of certain significant activities of the Office of Finance for the week ended 7 December 1973:

- 3 ✓ a. Payroll Year-End Reports. Representatives of Office of Joint Computer Support and Compensation and Tax Division met to schedule production of year-end tax reports and W-2 documents. Programming and testing of the revised payroll year-end tax procedures, scheduled for completion on 8 December, should be completed early next week. Minor program corrections were made on 6 December by OJCS personnel and C&TD's acceptance testing is still required. Distribution of employees' W-2's from the revised payroll system is targeted for the week 7 to 11 January 1974. We are currently "ironing out" possible production delays for W-2's required for the manual four-week payroll in hopes of also distributing these W-2's by 11 January.

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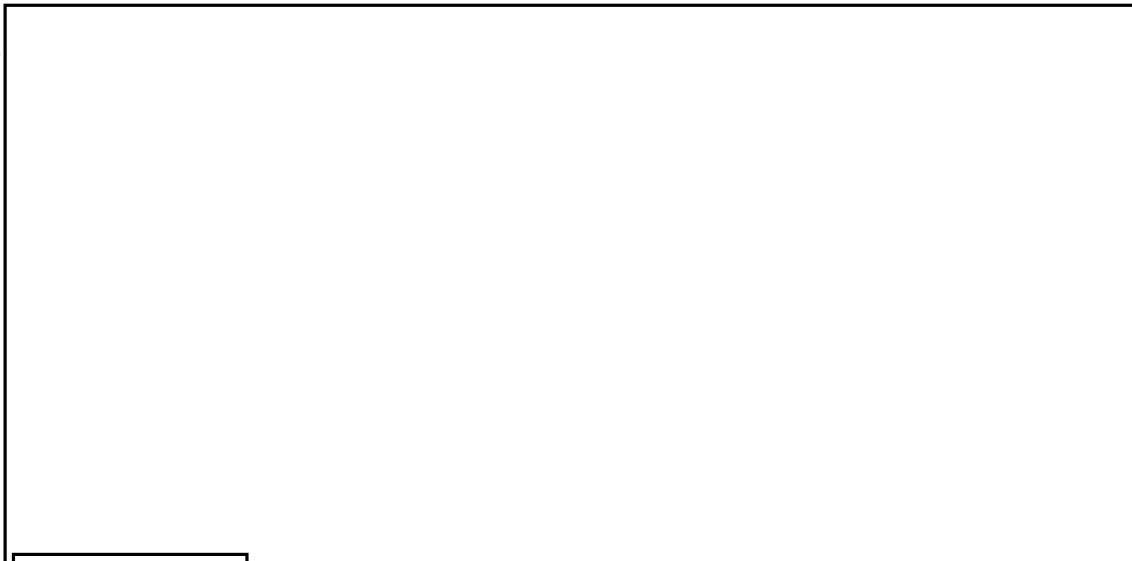
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[redacted] attended a joint meeting with the OJCS CONIF III project team and with Office of Logistics representatives for a detailed discussion of several areas of mutual interest, principally to clarify requirements and to resolve the input responsibilities for various data elements.

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change in the Foreign Service Travel Regulations, provide for unaccompanied air freight baggage weight allowances of 250 pounds for the first person, 200 pounds for the second person, 150 pounds for the third

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person, and 100 pounds for each additional authorized traveler in lieu of the present 175 pounds for each traveler.



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(signed) Thomas B. Yale

**Thomas B. Yale
Director of Finance**

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